

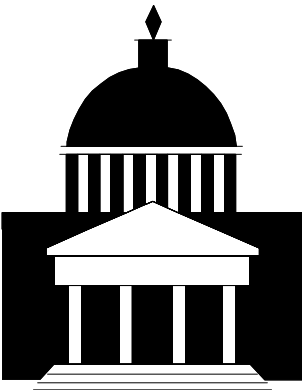
NJCFS Newsletter

OFFICE OF MANAGEMENT AND BUDGET

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WEB VENDOR PAYMENT INQUIRY APPLICATION



The State of New Jersey now provides NJCFS payment information to vendors over the internet. The "Vendor Payment Inquiry" application provides vendors with up to two years of historical NJCFS payment information and allows them to review their scheduled payments. Easy and direct communication to each State organization's business office is also facilitated through the application.

Access is available via the OIT managed MyNewJersey web portal and is granted through the one time use of an authentication code assigned to each vendor. The authentication code, generated for each eleven-character vendor code, will permit access to all NJCFS disbursements that reference the vendor's nine-character vendor number regardless of location code. The MyNewJersey web portal can be accessed by the general public, but the Vendor Payment application can only be accessed by the vendor's entering an authentication code and registering a logon id for the future use of the application.

OMB and OIT developed the application based on current internet standards and with payment data extracted from the NJCFS. The data available to the vendor can be sorted by check number or agency and can be selected based on a number of criteria that includes agency name and date. The information displayed builds on the data available from the NJCFS check stub and includes an email link to a contact at each organization.

The application's development occurred in response to repeated inquiries by NJCFS EFT vendors regarding their electronic

payments. NJCFS EFT Vendors request payment information because they do not receive a check stub or remittance advice information with their payments. Vendors who normally receive payment from the State via check will also find the application useful in that it provides a look at all the payments sent them over time, discloses scheduled payments, gives an email link, and, in the case of a detached and lost check stub, provides payee reference information.

Vendors who receive EFT payments were selected to be the first users of the application. All NJCFS/MACS-E active payees who have received an EFT payment within the last eighteen months or were recently registered as an EFT payee were chosen as the initial recipients of authentication codes for access to the application. The initial population of EFT vendors is being mailed authentication codes in increments of one thousand vendors. Following a review of their usage and a review of any problems that may occur in the assignation and mailing of authentication codes, the remaining vendor population will be given access to the application.

Any problems or questions related to vendor access should be forwarded to the OMB, Accounting Bureau. Contact John Burrows of the Application Analysis/Interfaces Unit of the Accounting Bureau at 609-984-5217 or John.Burrows@Treas.State.NJ.US. with any questions or for more information about the Vendor Payment Inquiry Application.

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IMPORTANCE OF ENCUMBRANCE CANCELLATIONS

Agencies routinely leave prior year encumbrances open that are no longer required. This situation arises when agencies fail to monitor the need for open encumbrances balances or neglect to use the final payment flag on the last payment made against a purchase order.

A number of recent initiatives originating from the Treasurer's Office and OMB directed the agency fiscal offices to review prior year open encumbrances to determine if they were truly needed. As part of this process, a large number of encumbrances were cancelled either manually or via automated NJCFS processes. The resulting uncommitted balances either carried forward to the current year or lapsed in accordance with the appropriation type assigned to the account. Often the agencies contacted were not aware of all their open encumbrances and could not readily provide justification for keeping their encumbrances open.

The agencies are requested to monitor their outstanding encumbrances and to periodically cancel any outstanding encumbrance that is no longer needed. They are also asked to make better use of the final/partial payment flag on payment vouchers.

To make use of the partial/final payment flag to close the remaining balance of an order within NJCFS, agency personnel should enter an "F" for "final" when making the last payment against an order that would otherwise remain open. The voucher document processor program within NJCFS recognizes the "F" and closes the order for its entire balance even though the payment is for a lesser amount. For example, a \$20.00 dollar payment with a partial/final code of an "F" that references an encumbrance balance of \$100.00 will generate an expenditure for \$20.00 and a decrease to the encumbrance in the amount of \$100.00. Note that a "P" for "partial" does not have to be entered on payment vouchers that reference an order that should remain open.

YEAR-END CUT-OFF DATES

Circular Letter 02-13-OMB "Year-End Guidelines Fiscal Year 2002" was issued on May 5, 2002. This Circular Letter contains cut-off dates, instructions and information to user agencies concerning the NJCFS year-end closing.

Cut-off dates for transactions that may require the approval of OMB or the Office of Legislative Services (OLS) include:

<u>TRANS CODE</u>	<u>CUT-OFF DATE</u>
TA (OLS Approval)	July 5, 2002
AP	July 12, 2002
RB	July 12, 2002
TA	July 12, 2002

DEFICIT BALANCES

As stated in the Department of the Treasury's Circular Letter 02-13-OMB "Year-End Guidelines Fiscal Year 2002", any fiscal officer, business manager, or director of administration could be held liable under Chapter 131, P.L. 1989 if salary accounts (or any other accounts) are allowed to go into deficit without immediate corrective action. Therefore, it is the responsibility of each fiscal officer to make certain that no fiscal year 2002 appropriation account closes the fiscal year with a negative unobligated balance. Agency fiscal officers should not rely on last-minute processing of transfers and other accounting documents to relieve deficits. Preparation and submission of deficit relieving documents should begin **immediately**. All deficits on Appropriations Tables (APPR) must be resolved by July 31, 2002. OMB does not require the elimination of deficits on Expense Budget Tables (EXPB).

A REMINDER: ACCOUNTING PERIOD MUST BE ENTERED IN JULY

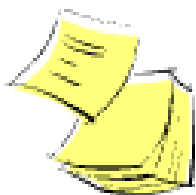
The Accounting Period must be entered on all transactions during the month of July. Since two accounting periods will be open in July, accounting period "12 02" must be entered on transactions applicable to fiscal year 2002 and earlier, while "01 03" must be entered on transactions applicable to fiscal year 2003. This procedure is important to follow so that revenues and expenditures are recorded in the appropriate fiscal year for reporting purposes.

Following July, when accounting period "12 02" is closed, transactions that must still be recorded in accounting fiscal year 2002 must reference the adjustment period of "13 02". All transactions with Accounting Period "13 02" will result in an error message which must be overridden by OMB.

If you have any questions concerning the use of the Accounting Period field, please contact Patricia Fatatis of the Budgetary Control Unit of the Accounting Bureau at 609-984-5207.

TRAVEL MODULE

Because Michael Gallagher has retired from State Service, all questions regarding the Travel Module should now be directed to Michael Bell of Accounting Operations. Michael's phone number is 609-292-4826.



LAWSUIT AWARDS AND SETTLEMENTS

Treasury Circular Letter 02-08-OMB, Tort Claims and Claims for Indemnification – Lawsuit Awards and Settlements, was recently issued. This circular letter explains the criteria to be used in determining whether an award or settlement is taxable. It also notes the establishment of new object codes.

Object code 5811, Lawsuit Awards and Settlements-Taxable, is to be used when the payment is taxable and made payable to the claimant. Object code 5812, Lawsuit Awards and Settlement Fees-Taxable, is to be used when the payment is taxable and made payable to the claimant's attorney. Object code 5813, Lawsuit Awards and Settlements-Non-Taxable, is to be used when the payment is non-taxable and made payable to the claimant or the attorney.

Any questions regarding the circular letter may be directed to John Ditri of the Accounting Bureau at 609-292-8938.

OIT BILLINGS

OMB has released from reserve amounts equal to the actual and projected FY 2002 OIT billings. It is each State agency's responsibility to immediately prepare and enter intra-governmental (UA) transactions in NJCFS for the entire amount of actual and projected billings. In those instances where the amount in reserve was less than the billing amount, the agency is expected to use other funding sources to satisfy the complete billing.

OMB will monitor UA activity for OIT collections to ensure that the charges are paid promptly. Any questions concerning this matter should be directed to Betty Jane Eddowes, Accounting Bureau Manager, at 609-292-5040.

SYSTEM AVAILABILITY ON SATURDAYS IN JULY FOR YEAR-END PROCESSING

To facilitate the keying of year-end transactions by the agencies, NJCFS will be available the following Saturdays in July from 8 a.m. to 4 p.m.:

July 13
July 20
July 27

NEWSLETTER MAILINGS

The Office of Management and Budget makes every attempt to keep its mailing lists up-to-date and accurate. However, we are not always aware of personnel changes that may occur in the NJCFS user community. To Keep our NJCFS Newsletter Mailing list current. Please contact Linda Campbell, OMB Accounting Bureau, 609-292-6391 if:

- You currently receive the NJCFS Newsletter and your name, title or address is incorrect
- You have replaced someone who received the Newsletter in the past
- You wish to be added to or deleted from our mailing list.



QUESTION AND ANSWER

- Q. A vendor has contacted an agency to inform them that the phone number indicated on the stub of the NJCFS check received is a non-working number. Since the vendor utilizes this phone number to receive more information regarding his payments, how can the agency get this number updated?
- A. Agency personnel should request a change to the phone number printed on the NJCFS check stub by writing to Cheryl Schwartz of the Accounting Bureau. Because the phone number relates to the organization code referenced on the voucher transaction that generated the payment, the organization name and organization code must be indicated in the memo along with the new phone number. This information is required to facilitate the correct update of the telephone number on the NJCFS Organization (ORGN) table. The ORGN is the source of data for the phone number reflected on the check stub.

Requests for changes to the phone number can be mailed to Cheryl at OMB, Accounting Bureau, Applications Analysis/Interfaces, PO Box 221, Trenton, NJ 08625 or faxed to Cheryl at 609-984-5210. Questions may be directed to Cheryl at 609-292-4820.

NJCFs ACCOUNTING PERIODS FY 2003

	JUL-02	AUG-02	SEP-02	OCT-02	NOV-02	DEC-02	JAN-03	FEB-03	MAR-03	APR-03	MAY-03	JUN-03	JUL-03
PERIOD 01-03	7/1/02 - 8/7/02												
PERIOD 02-03	8/1/02 - 9/9/02												
PERIOD 03-03	9/1/02 - 10/7/02												
PERIOD 04-03	10/1/02 - 11/8/02												
PERIOD 05-03	11/1/02 - 12/6/02												
PERIOD 06-03	12/1/02 - 1/8/03												
PERIOD 07-03	1/1/03 - 2/7/03												
PERIOD 08-03	2/1/03 - 3/7/03												
PERIOD 09-03	3/1/03 - 4/7/03												
PERIOD 10-03	4/1/03 - 5/7/03												
PERIOD 11-03	5/1/03 - 6/6/03												
PERIOD 12-03	6/1/03 - 7/31/03												